Practice Contract: Simple Services Agreement

Fillable PDF version

Assignment

Purpose: see how the six elements of a contract show up on an actual page. You will not write any contract language; the agreement is already written. Your job is to fill in the business details and then show where each element appears.

This is template work. Most contracts people sign at work are forms: leases, service agreements, listing agreements, purchase orders. The skill is filling the form completely and exactly, with the same names, amounts and dates everywhere they appear.

What to do

1. Use the client and the service from your Sales Proposal or your Invoice. If you have not written either one yet, invent a small, realistic job in your career field (for example, a photography session, a catering order, a website update or a tutoring package).

2. Download this PDF and open it in Adobe Acrobat Reader (free), Chrome or Edge. Fill in every blue field. The printed wording cannot be changed, and should not be.

3. Type your name as the Provider signature. Type a realistic name for the Client; this can be invented.

4. The remaining balance in Section 3 (the gray field) calculates automatically from the total and the deposit. Check that it is right.

5. Complete the Element Check after the signatures, one or two sentences for each element.

6. Save the PDF (File, Save, or Download in a browser) and reopen it to confirm your entries are still there. Name it Lastname-Services-Agreement.pdf and submit it.

Grading (100 points)

- All fields completed with specific, realistic details: 40
- Details match each other (same names, amounts and dates throughout): 20
- Element Check accurate and complete: 30
- Clean, professional presentation; no fields left blank: 10

Simple Services Agreement

This Services Agreement ("Agreement") is made on _____ between:

Provider: _____

Address: _____

Email: _____

Client: _____

Address: _____

Email: _____

1. Services

The Provider agrees to perform the following services for the Client:

_____

2. Schedule

Work will begin on _____ and will be completed by _____.

3. Price and Payment

The Client agrees to pay the Provider a total of $ _____ for the services listed in Section 1.

A deposit of $ _____ is due on signing. The remaining balance of $ _____

is due within _____ days of the Provider's final invoice.

Payment method: _____ (for example, check, bank transfer or card)

4. Changes

Any change to the services, schedule or price must be agreed to in writing and signed by both parties.

5. Cancellation

Either party may cancel this Agreement with _____ days' written notice. If the Client cancels, the Client will pay for work completed up to the date of cancellation; the deposit is _____.

6. Entire Agreement

This Agreement is the complete agreement between the Provider and the Client and replaces any earlier conversations or messages about this work.

7. Signatures

By signing below, both parties agree to the terms of this Agreement and confirm that they are at least 18 years old.

Provider signature:

Printed name:

Date:

Client signature:

Printed name:

Date:

Element Check

For each element, name the section or sections where it appears and explain in one or two sentences how the agreement shows it.

1. Offer

2. Acceptance

3. Consideration

4. Capacity

5. Legality

6. Mutual assent

Final question: this agreement is in writing and signed. In two or three sentences, explain why putting it in writing protects both parties, even for a job that the Statute of Frauds would not require to be written.